

Request for Proposal
Locust Grove, Georgia
September 13, 2010

Background and Project Understanding. The City of Locust Grove (the City) and its Downtown Development Authority (DDA) are pursuing the development of a train viewing platform in its downtown district. The platform is to be located on the east side of Highway 42, between the highway and the Norfolk Southern railroad tracks, in the approximate former location of the Locust Grove Railroad Station (but directly opposite the new Mayors' Walk Park). The platform structure is to be similar in architectural context and dimensions to the original railroad station (see attached picture), but with open sides to allow direct observation of passing trains. Other planned improvements to be executed in conjunction with development of the platform are (1) enhancement of the existing parking area, (2) security and safety fencing, and (3) suitable landscaping of the area (including the possible establishment of a small "grove" of locust trees).

To assist in development of the project and necessary permitting with the Georgia Department of Transportation (GDOT) and the Norfolk Southern Railroad, the City and DDA require the following:

- A scaled site plan of the proposed development area
- An architectural rendering of the train viewing platform
- An estimate of development costs

Scope of Services. The CONSULTANT will

- Participate in a project initiation meeting with the City and DDA to
 - Review project vision and goals
 - Review the deliverables for this project
 - Receive site information suitable for preparing a scaled site plan
 - Discuss prior information and guidance received from the GDOT and Norfolk Southern
 - Establish a project schedule
 - Finalize contractual arrangements
- Prepare a draft scaled site plan that depicts
 - The location (footprint) of the train viewing platform
 - The enhanced parking area(s), including entrance and egress driveway(s)
 - Security fencing
 - Conceptual landscape plans
 - Conceptual storm water facilities
 - Conceptual utility (water, sewer, power) plans
 - Associated sidewalks, curbing, and signage
 - Property boundaries and right-of-way lines (GDOT and railroad)
- Prepare architectural plans and elevations sufficient to support the estimation of probable platform construction costs
- Prepare a draft black-and-white rendering of the platform structure and adjacent security fencing
- Prepare draft estimates of the probable construction costs for
 - All work depicted in the scaled site plan
 - The train viewing platform

- Participate in a review meeting with the City and DDA to
 - Review the draft site plan and draft platform rendering
 - Review the draft cost estimates
 - Receive guidance and directions for finalizing deliverables
- Update and finalize the scaled site plan and platform rendering in accordance with guidance and directions received from the City and DDA.
- Deliver to the City
 - The final scaled site plan, in
 - 20x34 paper format
 - 8.5x11 paper format
 - CD or DVD format
 - The final rendering, in
 - 8.5x11 paper format
 - CD or DVD format

Project Understandings and Assumptions. The CONSULTANT may rely upon the following:

- The plans produced need not be suitable or sufficient for construction, but must be sufficiently accurate and complete for use in budgetary considerations and future project planning and permitting.
- Cost estimates should include an appropriate contingency.
- The CONSULTANT understands that the deliverables may be used by the City, the DDA, and/or others in future project execution, including possible use as conceptual plans for a design-build construction contract.
- The City believes that it has site information sufficient to produce the scaled site plan described above, but if supplemental surveying is required, it will be as an additional service.
- Permitting is not included in this scope of work.

Proposal. The CONSULTANT will submit to the City

- A not-to-exceed fee estimate, including all labor and expenses, for accomplishing the scope of services described above.
- A brief statement of qualifications and relevant experience.
- Description(s) of any similar projects
- A description of its proposed project team, including any subconsultants.
- A proposed project schedule.

Elaborate or lengthy proposal documents are not necessary or expected; brevity and succinctness will be appreciated.

Other Proposal Requirements and Conditions. The CONSULTANT will

- Include a cover letter signed by an official authorized to commit the CONSULTANT to delivering the required deliverables for the fee proposed.
- Provide five (5) copies of the proposal.
- Submit the proposal in hard-copy format

- To: City of Locust Grove – Platform RFP
3644 Highway 42,
PO Box 900
Locust Grove, GA 30248
- No Later Than : 3:00 pm (EDT), Thursday, October 7, 2010
- Proposals submitted by email or by fax will not be accepted.
- Proposals received after the specified time will not be considered.
- The CONSULTANT will bear all costs involved in preparing and submitting the proposal.
- The City and the DDA reserves the right to select the CONSULTANT, call back for further clarification, negotiate any elements for clarity, and/or reject any and all submissions; selection will be based on the proposed fees and other factors, consistent with the City's best interest.
- Any changes or clarifications to this RFP will be posted on our website, www.locustgrove-ga.gov, no later than Friday, October 1, 2010.